



## Humboldt State University On-Campus Recruiting Request Intake Form

*Please note: On-campus recruiting visits should be requested at least 4 weeks in advance to provide adequate time for room reservations, campus marketing, and classroom announcements.*

Company Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Requesting Recruiting Activity

On-campus Formal Interviews    Classroom Visits    Information Session    Information Table  
Other (Specify): \_\_\_\_\_

Are you registered with Springboard? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, register at: [www.humboldt.edu/acac](http://www.humboldt.edu/acac)  
Enter company profile, contact information and complete description of job vacancies to be filled.

Formal Interviews:

Date/s: \_\_\_\_\_ First interview begins: \_\_\_\_\_ Last interview ends: \_\_\_\_\_

Select one: Open schedule    Preselect schedule

Number of schedules: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Information Session:

Date/s: \_\_\_\_\_ Time: \_\_\_\_\_ AV Equipment: \_\_\_\_\_ Food: \_\_\_\_\_

Information Tabling:

Date/s: \_\_\_\_\_ Time: \_\_\_\_\_ Backdrop: \_\_\_\_\_ # Tables: \_\_\_\_\_ AV Equipment: \_\_\_\_\_

Targeted Majors: \_\_\_\_\_

Return completed form to:  
Amy Martin, Recruiting Coordinator, [alg2@humboldt.edu](mailto:alg2@humboldt.edu), Fax: 707-826-5473